



### **Associate Position Information**

**(This is for informational purposes only and is subject to change at any time.)**

Vocational Rehabilitation is a public service agency financed by state and federal funds. It is designed to develop, improve, or restore the ability of individuals with significant disabilities to become gainfully employed.

**Teams:** We operate in teams (approximately 12 total members) comprised of an office director, rehabilitation specialists, service specialists and associates. Much of the decision-making regarding service delivery involves the team or combinations of members in the team. The entire team is accountable for outcomes.

**QUEST:** We use Macintosh computers and a consumer information system package we call QUEST (Quality Employment Solutions through Teams). This information system is designed to support our work as teams. Information concerning consumers we work with is shared electronically among all team members.

**Salary:** The starting salary range for this position is . Annual increases in pay are determined by negotiation between the employees union, Nebraska Association of Public Employees (NAPE) and the Department of Education bargaining team.

**Background Screen:** The successful candidate will be offered a position contingent upon passing a background screen, which includes a check through the following: A) State Patrol criminal records; B) Nebraska Sex Offender Registry; C) Health and Human Services Adult/Child Protective Services Central Registries, and D) Department of Motor Vehicles driving records.

**Pay Checks:** Checks are issued monthly on the last working day of the month. Direct deposit is a preferred option.

**Smoking:** All offices and state vehicles are smoke free.

**Probation:** The probationary period is 6 months and may be extended up to six (6) months, not to exceed a total of 12 months.

**Performance Evaluations:** During probation, performance is evaluated at 90 days, and prior to the end of 6 months. Thereafter performance appraisals are completed annually.

**Vocational Rehabilitation Website:** <[www.vocrehab.state.ne.us](http://www.vocrehab.state.ne.us)>

**Benefits:**

- **Vacation:** Employees earn one day per month for the first five years of employment. During the sixth year, fifteen days are earned. Each year thereafter, one additional day per year is added, with a maximum of twenty-five days per year.
- **Sick Leave:** Employees earn one day per month for the first five years of employment. The sixth through 15th years employees earn 14 days per year, and the 16th year and over employees earn 18 days per year.
- **Holidays:** There are 12 paid holidays each year.
- **Health Insurance:** Several health insurance plan options are available. The state pays approximately 79% of the monthly cost.
- **Dental Insurance:** Dental insurance is available for purchase. (The state does not participate financially.)
- **Life Insurance:** The state provides \$20,000 in term life insurance at no cost to employees in full-time permanent positions. Employees in part-time permanent positions pay a prorated percentage. Additional insurance is available for purchase.
- **Disability Insurance:** Disability insurance is available for purchase. (The state does not participate financially.)
- **State Retirement:** Participation is mandatory for all permanent employees who work 1/2 or more of the regularly scheduled hours during each pay period and have completed 12 continuous months of service. You will contribute 4.33% on the first \$19,954 of salary (\$864 of contributions) during the plan year and 4.8% thereafter. The state matches the employee contribution at the rate of 156%.
- Effective 1/1/2007, employees employed on a permanent full-time basis who have not completed 12 continuous months of employment will begin immediate plan participation. Anyone hired on 1/1/2007 or later will join the plan on the date they are hired.

Effective 1/1/2007, the new law establishes a flat contribution rate of 4.8% throughout the year. The State will continue to match the employee's contribution at a rate of 156%.

Vesting will require 3 years of participation in the State retirement plan.

- **Deferred Compensation:** Employees may elect to defer some income until retirement. This is not taxed until it is used in retirement.
- **Flexible Spending Accounts:** Medical and dependent care expenses may be put in flexible spending accounts which shields the income from taxes.
- **State Vehicles:** State vehicles are available for conducting state business. Participation in a defensive driving course is required.